



Position Description

College/Division:	ANU College of Asia and the Pacific
Faculty/School/Centre:	Crawford School of Public Policy
Department/Unit:	Development Policy Centre
Position Title:	Lecturer
Classification:	Academic Level B
Responsible to:	Director, Development Policy Centre

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, education and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The Crawford School of Public Policy is one of four Schools within CAP and one of the world's leading public policy schools. The Development Policy Centre is a research centre within Crawford School with a focus on aid effectiveness, the Pacific and Papua New Guinea, and development policy more broadly.

The University of Papua New Guinea (UPNG) is PNG's premier university and the School of Business and Public Policy is PNG's leading and/or only discipline for the study of economics, finance, accounting, business, public policy, strategic management, human resource management, and tourism. ANU and UPNG jointly aim to develop partnerships with the aim of strengthening teaching, collaborating on research and outreach, and conducting exchanges.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Based at the UPNG School of Business and Public Policy (SBPP), this position will work in partnership with colleagues from across the School, College, ANU and UPNG to improve the quality of teaching and research particularly in the area of public policy, but also more broadly through the School. This position is responsible to the Director of the Development Policy Centre, who in turn is responsible to the Director, Crawford School of Public Policy.

Role Statement:

The key duties of this position may include:

1. Develop and teach undergraduate courses.
2. Undertake collaborative and high-quality research related to public policy/administration in Papua New Guinea.
3. Take initiatives in a range of areas to improve teaching, research and outreach at UPNG (e.g. conduct research workshops, help with IT initiatives, etc).
4. Help organize and participate in collaborative outreach activities.
5. Further the links between ANU and UPNG in a range of areas, including by collaborative research. Note that the position will require regular travel between ANU and UPNG.
6. Comply with all ANU policies and procedures, particularly those relating to workplace health and safety.
7. Undertake other duties that may arise that are consistent with the classification level of the position.

Skill Base

Level B

A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise and coordinate and/or lead the activities of other staff, as appropriate to the discipline.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or research and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

SELECTION CRITERIA:

LEVEL B: Lecturer

1. PhD with an emphasis on public policy or related discipline. Knowledge of PNG policy issues (desirable).
2. Record of published research in a relevant field with potential to attract external funding for research projects and develop and engage in collaborative research projects.
3. Clear capacity to teach and lead the management of high-quality undergraduate courses in relevant fields including a record of successful supervision of students from a wide range of cultural backgrounds.
4. Clear capacity to engage effectively in public and policy discussions in relevant areas of expertise and to establish and maintain effective relations with colleagues and staff within the School and University.
5. Capacity and willingness to undertake administrative duties appropriate to the level of appointment.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Supervisor:

Stephen Howes

Position:

Director, Development Policy Centre

References:

[Minimum Standards for Academic Levels \(MSAL\)](#)

Terms and conditions for ANU personnel hired under the ANU-UPNG partnership

Staff hired into these positions will be ANU employees. As such they will be subject to all ANU HR policies and procedures, which are available [here](#). Given that the positions will be based in Port Moresby, some additional terms and conditions will apply. They are set out below.

Note that, as set out below, certain aspects of the staff member's engagement will be handled by PGF (the PNG Governance Facility), which is managed by Abt Associates, under contract to the Australian Department of Foreign Affairs and Trade.

Further and more detailed information will be made available to successful candidates.

Salary and superannuation

Salaries will be as per [ANU salary scales](#). Normal [ANU superannuation rules apply](#). Final advice will be provided prior to hiring, but the University pays a minimum of 9.5% (contract less than 12 months) and up to 17% (contract 12 months or longer) of the position salary as its employer superannuation contribution to UniSuper.

Income tax

Tax matters are the responsibility of the individual employee. Income tax will be withheld on your salary at the normal [ATO rates](#) unless otherwise arranged. ANU has advised that non-residents will not have taxation withheld, so check if you are a non-resident on the ATO website, and if you are make sure you inform ANU.

Visa

To be an employee of the ANU, you must have an immigration status which allows you to work in Australia. Work visa(s) for PNG for the staff member (and family, if applicable) will be arranged by ANU with the assistance of UPNG at no expense to the staff member. ANU may assist academic staff obtain the required visa to work in Australia.

Families

Staff are welcome to take their families to Port Moresby. For the various aspects of family costs that we will cover, see below.

The project may provide limited support to facilitate short-term family visits for staff whose immediate families are not based in Port Moresby. This will be assessed on a case by case basis.

Travel and leave

The ANU will reimburse economy class air travel costs for you (and your family, if applicable) to and from Port Moresby at the start and end of your assignment.

You will be entitled to 20 days of [annual leave](#) per year and [other leave](#), as per other ANU staff. It is expected that you will be required to travel to Canberra (ANU) for work purposes during your assignment. Your travel and accommodation costs will be reimbursed when at ANU or on other ANU-related business outside of PNG.

Relocation of personal effects

The ANU will provide support your mobilisation **and** demobilisation by reimbursement of \$10,000 for contract less than 12 months and up to \$15,000 for contract 12 months or longer for relocation of personal effects. See the relevant ANU policies set out [here](#).

Accommodation:

Your accommodation in Port Moresby will be paid directly by PGF up to the value of K25,000 (inclusive of GST) per calendar month, on the basis of actual costs. This amount is sufficient to obtain secure, adequate and furnished accommodation. Upon arrival in Port Moresby, if you are not able to move directly into your long-term accommodation, you will be provided with hotel accommodation for up to two weeks. You are required to pay any accommodation costs in excess of the allocated allowance (K25,000 per calendar month).

The accommodation lease will be in your name and lease payment conditions will need to be cleared in advance by PGF, in writing, and verified copies of leases will have to be submitted to PGF. Bonds are your responsibility, as are utilities unless they are bundled with rent (within the maximum agreed monthly amount).

A security assessment of accommodation by PGF is mandatory prior to you entering into a legally binding agreement with the Lessor. Only apartments, hotels and town houses in secure compounds in approved areas will be considered. While finding accommodation is your responsibility, you will receive assistance and advice on where to look.

Security

Security is an important issue in Port Moresby. You will need to:

- undertake a security induction by PGF on arrival;
- have a Cultural Awareness briefing which will be provided by PGF on arrival;
- receive a briefing by the PGF Security Manager who oversees PGF security protocols in PNG;
- adhere to all reasonable requests of the PGF Security Manager;
- familiarise yourself with the Security Procedures Manual provided by PGF
- PGF will issue you with an emergency transponder to use in Port Moresby if you require urgent assistance. This should be carried at all times.

Transport

You will be able to access security escort services through PGF. ANU staff based in Moresby have access to transport 24/7; vehicles driven by PGF staff during office hours and vehicles driven by Rapid Response after hours and on weekends.

A vehicle for self-driving may be available to you upon request and subject to availability. All vehicles are leased to ANU staff by PGF and program needs take precedence over individual/private requirements. To drive a PGF vehicle, staff are required to hold a valid PNG driver's licence and sign PGF's vehicle usage policy. Vehicles must be parked safely at night (i.e. in a hotel or compound garage) and treated with utmost care at all times.

Office

UPNG will provide you with an office and depending on space constraints; you may be required to share an office. It will not have air conditioning. If there is no space for you at UPNG (which is possible, but

unlikely), ANU will have responsibility for providing office space for you. ANU staff in Port Moresby also have the option – on an occasional-use basis – of ‘hot-desks’ at PGF’s office in Ravalian Haus, or another location in Moresby.

Medical insurance

The ANU will provide you and your dependents if they are in Moresby with health insurance through the ANU insurer, CHUBB. This provides medical cover, including medical evacuation in the case of emergencies for you during your time in Moresby or elsewhere while on ANU business.

Education allowance for dependents

ANU staff based at UPNG (who are to be engaged for a period in excess of 6 months) who have at least one school-aged dependent living with them in Port Moresby will receive an allowance of \$1,368 per month (as per DFAT’s [Advisor Remuneration Framework](#)). This is provided as a flat rate, regardless of salary bracket or number of school-aged dependents in country. The allowance will be paid as an annual payment each calendar year. If a staff member joins part way through the year, a pro rata payment will be made until the next calendar year begins.

Computer and internet

PGF will provide you with a laptop. ANU will help you configure it so that you can access ANU email. UPNG has wireless and cable connections. These are slow but workable. Internet at home is your responsibility, but is sometimes bundled with rent.

Mobile phone

You will be provided by PGF with a (non-smart) mobile phone and PNG sim card for the duration of your posting. PGF will cover reasonable telephone expenses.